Payment Request

January 2019

Agenda

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Introductions

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Project Summary

- Delivered PeopleSoft module
- Automated workflow and approval at the department and AP levels
- Better transparency into where your PR is in the workflow
- Push Back and Deny functions available
- Attachments live in the system and are required prior to submission
- No printing required! (but it is available)

Project Summary

- Will be available at Noon on January 14, 2019
    - Will be required by the end of the month

Security

- Users who currently have payment request access will have access to the new module automatically
- Approval access will be given to those who have T&E approval access currently
- For new users security will be added as requested on the Online Security Form; check the Payment Request box on the form

Module Details

- Navigate to Employee Self Service>Payment Request Center
- Payment Request Center shows all requests and can be filtered by approved or vouchered
- Shows voucher number and scheduled payment date
- Voucher can be looked up in the Add/Update Voucher screen for additional information
- Click the Create button to start

Module Details

- Invoice field is recommended
- Links to commonly used forms available from this page

Module Details

- Supplier must be in the system to add to PR
- If supplier needs to be added, PR can be saved for later at this point and returned to once the vendor is added

Module Details

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- Click Add Lines to enter Speedtype and Account

Module Details

- Click Submit to send the PR to workflow

Module Details

- From the Payment Request Center, click the approval icon to see workflow next to your pending PR

- Click the Review Icon to review details of your PR

Module Details

- Reviewing Workflow Status

Module Details-Approvals

- Will be in Worklist

| Hausmann,Lisa A | 12/13/2018 | Transaction Approved | Approval Workflow | [dropdown] | PaymentRequestApproval, 224, CASE, 1905-01-01, N, 0, REQUEST_ID:0000000046 RDC:A,0,R, | Mark Worked | Reassign |

- Navigate to Accounts Payable>Payments>Payment Request>Payment Request Approval

Workflow

- Workflow approval will be based on the person entering the request
- Department workflow will be the same as Travel & Expense Module

DEMO

Questions

Websites:

https://case.edu/erpfinancials/

https://case.edu/procurement/